



# N TARGET

With the Iowa DNR Records Program

October 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or [leslie.leager@dnr.iowa.gov](mailto:leslie.leager@dnr.iowa.gov)

## Retention Schedules

The DNR has 400+ retention schedules. Retention Schedules outline the legal life span for documents. The Records Center assists DNR staff in creating, interpreting, modifying these retention schedules.

### List of New Schedules ~ Approved October, 2008

- CON 10-22-1: Air Quality – Air Contaminate Source Fee Calculations
- CON 10-33-1: Air Quality - Regional Haze Program
- CON 3-4-1-5: Flood Plains (Misc. Files – Sign Offs & Technical Assistance)
- CON 12-17-11: Solid Waste alternative Program (SWAP) – Financial Assistance
- CON 12-17-12: Solid Waste Alternative Program (SWAP) – Unfunded Proposals

## Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

**Total number of record boxes acquired: 37**

**Program Areas Include: Admin, Energy, Agricultural Leases, State Revolving Fund, Licensing & Personnel.**

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

**Total number of boxes sent off-site: 216**

## Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 400
- **Public File Requests:** 150

**The three (3) most requested files types are:**

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Waste Water Sewage

## New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

**Number of files created:** 236

**Types of files created:**

- Executive Correspondence
- Commission / Council Minutes
- State Issued Contracts & Agreements for Services
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Storm Water
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Proposed Rules to the Iowa Administrative Code



## Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**  
0 pages scanned for a total of 47,444 images online.  
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**  
40,535 pages scanned for a total of 376,838 images online.  
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**  
1,799 pages scanned for a total of 623,335 images online.  
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**  
12,555 pages scanned, with more than 1 Million plus images are posted online.



## Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7<sup>th</sup> Street in Des Moines:

- **Number of files created:** 19
- **Number of documents filed:** 2,699

## Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 24
- **Staff File Requests:** 60
- **Number of (new/modified) files created:** 15
- **Number of Boxes Sent to State Records Center:** 37



## Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

### List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-1 Underground Storage Tanks (UST) (**New**)
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP)



**DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.**